

VETERANS EMPLOYMENT OPPORTUNITY ACT

Hiring for this position is governed by the Veterans Employment Opportunity Act of 1998 ("VEOA"), as made applicable by the Congressional Accountability Act of 1995 ("CAA"). Pursuant to the VEOA, qualified applicants who are not current employees of the Office of the Senate Sergeant at Arms and who are disabled or who have served on active duty in the Armed Forces during certain specified time periods or in certain military designated campaigns ("veterans") may be eligible to receive a preference over non-veterans in hiring decisions. Family members of veterans may also be eligible to receive a veterans' preference if the veteran cannot claim his or her veterans' preference.

To be eligible for a veterans' preference, applicants must meet all of the requirements set forth in the VEOA and applicable regulations. Those eligibility requirements are summarized in the Application for Veterans' Preference, which is available at www.senate.gov/saaemployment.

If claiming a veterans' preference, an applicant must indicate that he/she is preference eligible on the application or resume and must submit a completed copy of the Application for Veterans' Preference along with the supporting documentation specified on that form. If the Office of the Senate Sergeant at Arms does not receive the Application for Veterans' Preference and supporting documentation by the closing date, the applicant's claim for a veterans' preference may be denied.

Applicants may obtain a copy of the Office's Veterans' Preference In Appointments policy by submitting a written request to resumes@saa.senate.gov.

Individuals who are entitled to a veterans' preference are invited to self-identify voluntarily. This information is intended solely for use in connection with the obligations and efforts of the Office of the Senate Sergeant at Arms to provide veterans' preference to preference-eligible applicants in accordance with the VEOA. An applicant's status as a disabled veteran and any information regarding an applicant's disability, including the applicant's medical condition and history, will be kept confidential and will be collected, maintained and used in accordance with the Americans with Disabilities Act of 1990, as made applicable by section 102(a)(3) of the CAA, 2 U.S.C. §1302(a)(3). An applicant who declines to self-identify as a disabled veteran and/or to provide information and documentation regarding his/her disabled veteran's status will not be subjected to an adverse employment action, but the individual may be ruled ineligible for a veterans' preference.



BUDGET ANALYST

NATURE OF WORK

This is professional work developing, preparing, and documenting budgeting and financial management systems, spreadsheets, processes and procedures. Work includes the use and improvement of automated financial systems for data/document tracking and report generation in such areas as budget monitoring and development, financial systems development and project tracking. Work is performed under the direct supervision of a Financial Manager.

EXAMPLES OF WORK

(This list is not absolute or restrictive, but indicates approximate duties and responsibilities which may be redefined pursuant to operational needs.)

- Develops and maintains all budget and project tracking templates and systems utilizing automated systems and programs.
- Validates and integrates spreadsheets and justification documents submitted by SAA departments.
- Trains and assists SAA budget coordinators in budget and project tracking formulation procedures and systems.
- Maintains various mailing and distribution files and coordinates the distribution of budget and project tracking documents.
- Coordinates the printing and binding of budget and tracking documents with the Printing and Graphics Department.
- Prepares budget presentation materials for annual hearing before the Appropriations and Rules Committees.
- Maintains budget and project tracking manual.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is primarily performed in an office environment. Work is essentially sedentary with occasional walking, standing, bending, and safely carrying items under 25 pounds.

MINIMUM QUALIFICATIONS

Work requires a Bachelor's Degree in accounting or finance, and one to three years of progressively responsible professional budget or financial reporting experience; or any equivalent combination of education and experience that provides the following knowledge, abilities and skills:

- Knowledge of sound budgeting and financial management principles, practices and procedures.



OFFICE OF THE SERGEANT AT ARMS AND DOORKEEPER
UNITED STATES SENATE

- Knowledge of accounting, spreadsheet and word processing software.
- Ability to analyze various and complex data.
- Ability to prepare accurate and correct financial records and reports.
- Ability to communicate effectively, both orally and in writing.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

None.